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6 DEC 1957

**MEMORANDUM FOR THE RECORD**

**FROM :** Deputy Chief, Technical Accounting Staff

**SUBJECT :** Management Staff's report on Administrative/  
Support Workload at Small Stations and  
Bases

**REFERENCE :** Memorandum dated 15 August 1957 from DD/S  
to Comptroller transmitting subject re-  
port.

1. Reference stated that subject report has not been approved formally and therefore does not have any directive force but that the information contained therein should be of considerable assistance to this Office in furthering current efforts in reducing the administrative workload at small stations or bases.

2. The subject report has been reviewed by the Assistant Comptroller, the Chief, Finance Division and the Technical Accounting Staff and the following actions relative to the recommendations in paragraphs 6b and e which pertain to the Office of the Comptroller have been taken in regard thereto.

a. Paragraph 6b recommends that efforts be continued to have as many Class "B" installations as possible report to Class "A" Regional Certifying Officers in the field so that the financial reports may be reviewed, certified, audited locally, and consolidated for forwarding to Headquarters. The Chief, Finance Division has contacted the Area Divisions where regional certifying officers coverage has not been effected requesting their views as to the feasibility of installing such a procedure and indicating that the Finance Division is prepared to furnish the employees required to implement such a procedure.

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b. Paragraph 6c recommends that a review be made of the listing of reports under Tab H which are required by the Office of the Comptroller and that the Management Staff be advised of any amendments thereto. A Memorandum has been forwarded to the Management Staff transmitting a schedule of all reports listed in Tab H which are required by the Office of the Comptroller showing the amendments necessary to revise this listing to reflect current reporting requirements.



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TAS/MG/mlc(27 November 1957)

**Distribution:**

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